



RENO MUNICIPAL COURT JOB OPPORTUNITY

Court Information Systems Technician

This full-time technical level position, under the general supervision of the Court Operations Manager, performs a variety of specialized functions in support of the Reno Municipal Court's information technology needs. This position is responsible for performing a broad range of duties in the areas of desktop and hardware support, case management system, courtroom audio/visual/recording equipment, and network connectivity. For a full description please visit the Reno Municipal Court website at www.renomunicipalcourt.com.

Duties: *The duties of this position include, but are not limited to, the following:*

- Installs, configures, upgrades, troubleshoots, repairs, and maintains all court technology equipment including computer software and hardware, servers and peripherals, including printers and scanners.
- Receives and prioritizes help desk calls from internal users regarding issues with the court case management system, computer hardware and software, network connectivity issues, and issues with court video/audio recording and broadcast equipment. Diagnoses problems and makes repairs.
- Maintains and troubleshoots servers, network storage, networking equipment, and network connection.
- Establishes and maintains effective, cooperative, and professional working relationships with those contacted in the course of work.
- Acts as liaison between court and technology vendors.
- Adapts to changing technologies and learns functionality of new equipment and systems.
- Assists in the planning of information technology projects.

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training or college level education in information systems or a related field is preferable.

Experience:

One year of professional IT experience providing support and maintenance to information systems, including installing, configuring, troubleshooting, and/or programming.

Compensation:

Beginning salary is \$47,733.69 + benefits.

Monday through Thursday / 40 hours per week (10-hour work days).

Judicial Code of Conduct:

The Model Code of Conduct for Judicial Employees in the State of Nevada protects and promotes the independence and impartiality of the judicial branch of government. All employees of the Reno Municipal Court are required to adhere to this Code. This document can be found on the Nevada Supreme Court's website at www.nevadajudiciary.us.

Submit City of Reno Application and resume via postal service to:
Jana Blair, Reno Municipal Court, P.O. Box 1900, Reno, NV 89505

or hand-delivery to One South Sierra Street, Reno, NV
Applications must be postmarked by February 14, 2014.

Incomplete applications will not be considered.

Phone call or email inquiries will not be accepted.